

# Ripped from the ROUNDUP

*Ripped straight from the pages of old Space News Roundups, here's what happened at JSC on this date:*

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**E**arth's protective ozone layer above the equator came under the eye of NASA's newest Atmosphere Explorer satellite early in December.

An ozone detector aboard the spacecraft, called a backscatter ultraviolet (BUV) spectrometer, will provide information on the ozone layer in the equatorial region of the globe between 20 degrees North and South.

Immediately after the instrument was activated on December 4, controllers at NASA's Goddard Space Flight Center in Greenbelt, Maryland, began receiving data on a checkout basis. The BUV spectrometer became fully operational the following week.

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**R**emote sensing technology has uncovered information that suggests a civilization existed in the subtropical Peruvian jungles prior to the Incas.

Tom Sever, NASA's principal investigator at the National Space Technology Laboratories, and Tom Lennon, archaeologist and co-director of the University of Colorado's Rio Abiseo National Park Project, jointly completed a 5-day expedition into the jungles of Peru's Rio Abiseo National Park after remote sensing, by satellite and aircraft, permitted the explorers to map and prioritize the field investigation sites.

A materials dating process is currently underway to determine when the civilization existed. Sever said, "Our guess right now is that the civilization was pre-Inca because the architecture is circular and statuary have very delicate motifs, in comparison with the Inca ruins, which are long, narrow structures with corner bases."

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**W**hen *Atlantis* glided to a landing at Kennedy Space Center on Monday, it ended an eight-day mission that marked several milestones in the continuing program of joint U.S./Russian cooperation in space.

"I think we left a gateway open for the next five flights," Commander Ken Cameron said. "That's what it's all about — one step at a time toward the Station."



# Cox, Stuart earn Secretarial Excellence Awards



Claire Cox

NASA JSC Photo 2000 by Bill Stafford



Donna Stuart

NASA JSC Photo 2000 by Bill Stafford

**C**laire Cox of the Office of Procurement and Donna Stuart of the Human Resources Office each recently received the Marilyn J. Bockting Secretarial Excellence Award in recognition of their exceptional contributions, professional competence, and personal dedication.

**Claire Cox** was recognized in October for her contributions as the lead secretary for the Institutional Procurement Office. She has proven to be an exceptional organizer, team player, and implementer of improvements. Upon her assignment to this office a year ago, she took the initiative to establish improved systems and procedures, which have resulted in greater efficiency and timeliness in conducting all office activities. For instance, she proactively reviewed all office files and immediately took action to set up new files that are in accordance with NASA filing and record-keeping policies. The file system is comprehensive and well indexed so that files are easily retrievable and usable. In addition, she has established an action tracking system. She maintains an up-to-date training and leave schedule for more than 30 employees, while performing all of the ongoing duties such as timekeeping, property management, move coordination, and training coordination.

As lead secretary, Cox provides mentoring and guidance to other secretaries that support her. After a recent split of the Institutional Procurement Office and the Institutional Resources Office, she has will-

ingly continued to support the manager and office. Cox also supports Center Operations Directorate staff since she is co-located in the COD suite. She greets visitors, handles incoming calls, and provides any necessary support for the COD staff.

Due to her exceptional organizational and computer skills, Cox has further been counted on to support numerous special activities throughout the center. She has handled all correspondence and reservations for the Center Director's Breakfast, supported the Registration Committee for the National Contract Management Association, planned Safety and Health Day activities for the office, and been an active participant in Inspection Day.

**Donna Stuart** was recognized in November for her contributions as an office assistant on the Human Resources Administrative Team. She reflects the spirit of this award daily through her initiative, can-do attitude and conscientious attention to detail. The products she produces and winning attitude she promotes are top notch. She is one of the major contributors to the success of the Human Resources Administrative Team. The team relies on her as the subject matter expert in PowerPoint and Excel. Since the team was formed, she has volunteered to take on additional responsibilities and is always more than willing to help wherever there is a need.

Over the last few months, Stuart's responsibilities have expanded from

supporting the Human Resources Management Branch to providing division-wide support as travel coordinator and property custodian. As travel coordinator, her attention to detail and conscientious follow-up on travel arrangements have earned her praise from all of the travelers. The property custodian duties have been time-consuming to learn and implement, but she has met the challenge with flying colors, all the while managing her normal workload.

Where Stuart really excels, though, is in producing electronic PowerPoint presentations for the Human Resources Office. Her creativity, application knowledge, and attention to detail have blended to produce outstanding presentation materials on several occasions. Within the last few weeks, she led the office in an effort to prepare employees for several college recruiting trips. She prepared all of the electronic presentations, incorporated numerous graphics, created charts from raw data, and made a truly impressive presentation employees were proud to use. In addition, she stayed late to follow through with Graphics and Printing to ensure the job was done correctly and on time.

Most recently, Stuart again used her skills to produce electronic presentations for the Human Resources representatives to present organization overviews to the deputy director. She produced professional, highly impressive presentations, all within a short period of time. ■

## JSC Exchange requests employee feedback

**H**ere's your chance to be heard! The JSC Exchange, which is responsible for the operation of the cafeterias, Exchange stores, Gilruth Center, vending machines, Employee's Activity Association, and other activities, is conducting an online survey to find out how to better serve you.

Would you like to see new facilities at the Gilruth Center? Are there any new services that you would like provided on-site such as shoe repair or a hair salon? Would you like the

cafeteria to offer some new menu selections?

This survey is your opportunity to provide feedback on your interests. Results of the survey will help the JSC Exchange evaluate current activities and consider future projects and services. All civil servants and contractor personnel are requested to complete the survey by visiting the JSC Human Resources homepage or

<http://hro.jsc.nasa.gov/SURVEYS/exchange/EXCHANGE.htm>

## TICKET WINDOW

The following discount tickets are available at the Exchange Stores

AMC Theaters	.....	\$5.00
Moody Gardens (2 events) (does not include Aquarium Pyramid)	.....	\$10.75
Moody Gardens (Aquarium only)	.....	\$9.25
Space Center Houston	..... adult .. \$11.00 ....child (age 4-11) ....	\$7.25
(JSC civil service employees free.)		
Space Center Houston annual pass	.....	\$18.75
Postage Stamps (book of 20)	.....	\$6.60
Entertainment Books	.....	\$20.00
Franklin Planner refills (Classic Style)	.....	\$25.50
Franklin Planner refills (Seasons and Montecello)	.....	\$30.25
Come see our great gift ideas for the holidays!		

Check out our new Web site on the JSC People page at:  
<http://hro.jsc.nasa.gov/giftshop/>

### Exchange Store hours

Monday-Friday  
Bldg. 3      7 a.m.-4 p.m.  
Bldg. 11    9 a.m.-3 p.m.

- All tickets are nonrefundable.
- Metro tokens and value cards are available.
- Sweetwater Pecans ..... \$6.25 per lb.
- Chocolate-covered Pecans .... \$8.00 per lb.

*For additional information, please call x35350.*

*Please bring your driver's license to pay by personal check.*